

## **5307 - PROPERTY/EVIDENCE SUPERVISOR**

### **NATURE OF WORK**

**This is responsible managerial and supervisory work overseeing the Police Property/Evidence Unit which handles all Police Department evidence, property, supplies, mail, vehicle tows, fleet maintenance, and building maintenance on a 24-hour per day basis. This includes authority over sworn personnel in matters for which the Property/Evidence Unit is responsible. The position requires exercise of independent judgement regarding the way that items and commodities received are to be stored and secured, and requires familiarity with a wide variety of supplies, materials, and equipment. The incumbent designs various systems for accountability and strict control of materials, equipment, monies, and items of evidence held in criminal and civil matters; represents the department in Court; and plans and directs the activities for destruction of confiscated firearms and illegal drugs.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Plans and directs all activities of the Police Evidence and Property Unit.**

**Plans and directs activities to assure adequate 24hr. coverage for receipt, checking and inspecting of all materials and equipment received and issued.**

**Property Custodian Delegate for the Police Departments Fixed Assets Inventory.**

**Represents the Department in Court matters relating to the P.E.P. Unit.**

**Reviews laws, regulations and ordinances pertaining to Property Management and determines proper interpretation and methods of implementation.**

**Performs related work as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Thorough knowledge of applicable federal, state, and local laws, ordinances, and regulations; City, police, and fire practices, procedures, laws, policies, and terminology.**

**Thorough knowledge of the City and other agencies sufficient to respond to or redirect citizen inquiries.**

**Ability to plan, supervise, evaluate, and train personnel performing a variety of diversified functions in a manner which promotes high morale and effective performance.**

**Ability to understand, retain, apply, and instruct others in detailed written, verbal, and demonstrated procedures, information, and regulations as applied to a variety of situations.**

**Ability to analyze information from a variety of sources, assess a situation, use sound judgment in drawing valid conclusions, and take appropriate action.**

**Ability to communicate effectively, verbally and in writing, and maintain effective working relations with other employees, other agencies, and the general public.**

**Ability to prepare and maintain accurate detailed records and prepare detailed comprehensive written or computerized reports, analyses of statistical data, procedures, and training materials.**

**Ability to research and verify information and resolve discrepancies.**

## **MINIMUM REQUIREMENTS**

**Five (5) years experience supervising a warehousing or other inventory management operation. Prefer Bachelor's degree in Police, Public, or Business Administration. Experience in police property and evidence receipt, storage, and destruction. Experience with automated inventory systems.**

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## **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, handling, sitting, standing, pushing, and pulling.**

## **SUPERVISION RECEIVED**

**General direction and specific assignments are received from a Police Commander. Work is performed with extensive latitude for initiative and independent judgment and is reviewed through staff meetings, conferences, inspections, and observation.**

## **SUPERVISION EXERCISED**

**Incumbent plans, directs, controls and is held accountable for the activities of all subordinate, with considerable latitude to exercise sound technical and command judgment in the conduct of all phases of assigned duties.**

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